

Voice Email

This guide will help you learn to use Wimba's Voice Email. You can then use this tool to send voice messages to your instructor or other students in your class.

1. To start using your voice email tool, click on the *Voice Email* tool link on your courses home page.
2. Select groups of people or individuals you would like to send voice email, and select *Continue*.



[Test Wimba voice E-mail](#)

Select Email Addresses (Step 1 of 2)

Select people you want to send Voice Email

- ☒ Send to Teachers of this section
 - ☐ Send to Students enrolled in this section
 - ☐ Send to All people enrolled in this section
 - ☐ Select among people enrolled in this section
- Grayed checkbox means that these users have no email address
Users with (*) are designers or instructors

- ☐ Choe, Lena
- ☐ Tosone, Yolanda
- ☐ Manalansan, Martin
- ☐ Slobodnik, Sydney
- ☐ Garretson, Lindsey

Continue **Cancel**

3. A new voice email tool window will pop up, with the email addresses automatically filled out depending on the options you selected on the previous page.
 4. Add a subject line.
 5. Click on the red *Record* button to record your message.
- Hint:** To pause recording, select the *Pause* button. If you click the *Stop* button you cannot continue recording.
6. You may add text as well in the blank area to enhance your message.
 7. Click *Send*.

